

Update User Profile

1 Introduction

The Department of Energy's (DOE) Office of Science (SC) Portfolio Analysis and Management System (PAMS) is SC's web-based system for managing proposals and subsequent financial assistance awards (grant and cooperative agreements).

Once you've created your PAMS account, the need may arise for you to update your account information such as a change to your institution or contact information. You can view or update your profile information at any time

The purpose of this document is to provide step-by-step instructions for users to follow to access and update the information on their PAMS profile.

2 Prerequisites

Before a user can update his or her profile information, the following criterion must be met:

- The user has an active external PAMS account.

3 Accessing Your Profile

Use the following steps to access your PAMS profile

1. Log in to the PAMS External website at: <https://pamspublic.science.energy.gov/webpamsepseexternal/login.aspx> (Figure 1).

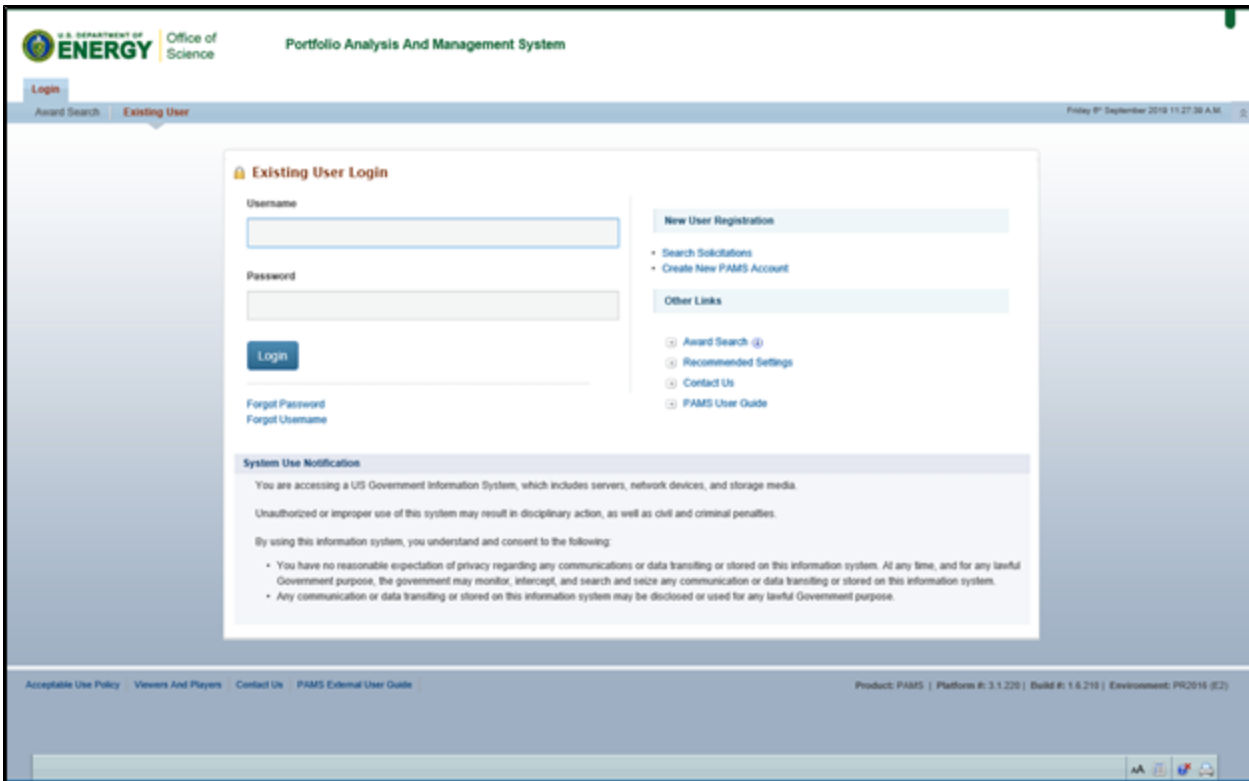


Figure 1. PAMS External Login

2. PAMS will load the homepage. Click your username at the top right of the screen, and select **View/Update Profile** from the menu (Figure 2). PAMS will load the View/Update Profile page.

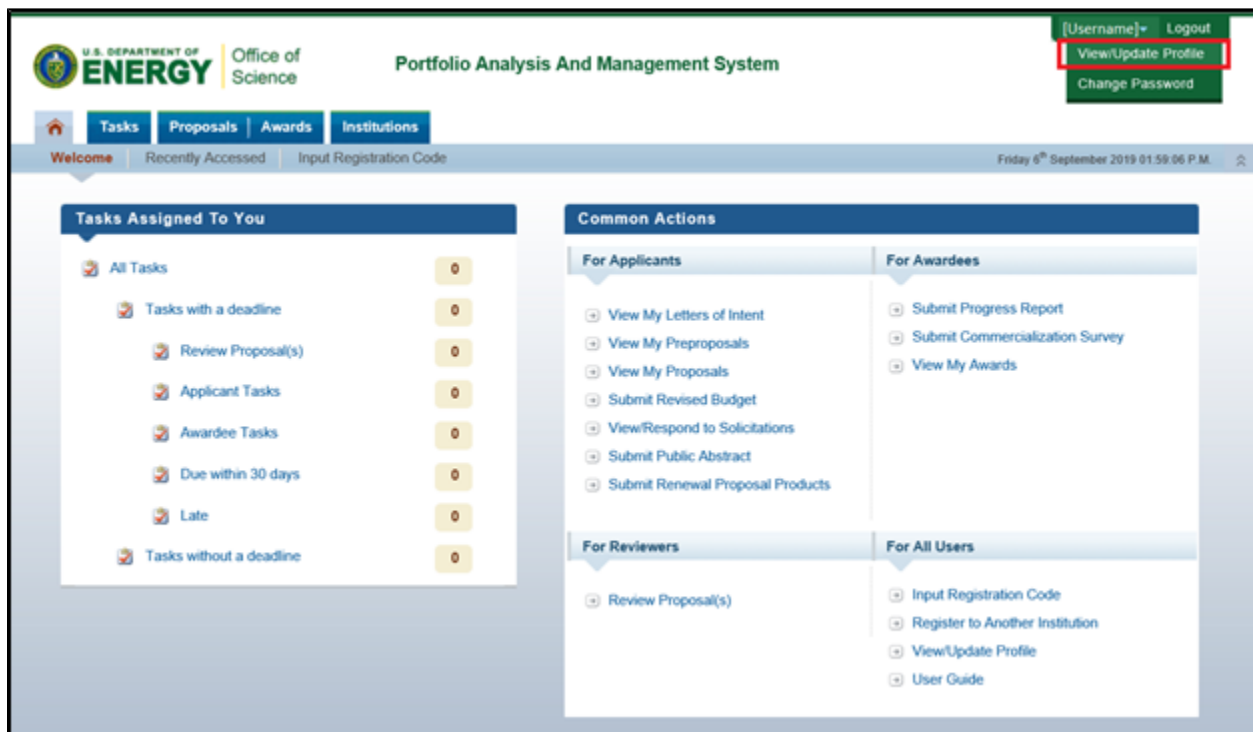


Figure 2. PAMS Homepage – View/Update Profile

4 Updating Your Profile Information

The “View/Update Profile” page consists of three tabs: Profile Information, Background Information, and Resume/CV. (Figure 3)

Use the steps below to update each tab of the “View/Update Profile” page.

You are here: [Home](#) » [Welcome](#)

View/Update Profile

Update information within the three sub-tabs below: Profile Information tab, Background Information tab and Resume/CV tab. Add/update Degree Information within the ([+ View More](#))

OMB Number: 0000-0000

Expiration: 00-00-0000

Note(s):

Required fields are marked with an asterisk. When finished, select the appropriate Save option from the Choose Action dropdown list at the bottom right of the screen and click Go OR click Cancel and Return Home.

Profile Information Background Information Resume/CV

Fields with * are required

User Information

User Name	[username]
Position Title (Example: Project Director, Director)	<input type="text"/>
Prefix (Example: Mr., Ms., Dr.)	<input type="text"/>
* First Name	<input type="text"/>
Middle Initial	<input type="text"/>
* Last Name	<input type="text"/>
Suffix (Example: Jr., Sr., III)	<input type="text"/>
Website	<input type="text"/> (Example: http://www.domain.com)
ORCID ID i	N/A ID Register or Connect your ORCID ID

Demographic Information

This information will only be displayed in aggregate form to allow the Office of Science to avoid any biases in its activities.

* Gender i	<input type="radio"/> Male <input type="radio"/> Female <input type="radio"/> Do Not Wish to Provide
* Ethnicity i	<input type="text"/>
* Race i	<input type="checkbox"/> American Indian or Alaska Native <input type="checkbox"/> Asian <input type="checkbox"/> Black or African American <input type="checkbox"/> Native Hawaiian or Other Pacific Islander
* Citizenship i	<input type="text"/> U.S.Citizen
* Disability i	<input type="checkbox"/> Hearing Impairment <input type="checkbox"/> Visual Impairment <input type="checkbox"/> Mobility/Orthopedic Impairment <input type="checkbox"/> Other

Contact Information

* Email Address	<input type="text"/> (username@domain.com) <input checked="" type="radio"/> Preferred <input type="text"/> (username@domain.com) <input type="radio"/> Preferred <input type="text"/> (username@domain.com) <input type="radio"/> Preferred
Phone Number	<input type="text"/> Select Type <input type="text"/> - <input type="text"/> Ext. <input type="text"/> <input checked="" type="radio"/> Preferred <input type="text"/> Select Type <input type="text"/> - <input type="text"/> Ext. <input type="text"/> <input type="radio"/> Preferred <input type="text"/> Select Type <input type="text"/> - <input type="text"/> Ext. <input type="text"/> <input type="radio"/> Preferred <input type="text"/> Select Type <input type="text"/> - <input type="text"/> Ext. <input type="text"/> <input type="radio"/> Preferred
Fax Number	<input type="text"/> - <input type="text"/>

Mailing Address (Optional)

Mailstop Code (Internal Routing)

Division / Department Name

Company

Address Type

☒ Domestic Address ☐ International Address [Refresh](#)**Specify Domestic Address (Street Address or PO Box Only or Rural Route)**☐ * Address

Street Number

* Street Name

Select One

Number

☐ * PO Box Only

Number

☐ * Rural Route

Type

Select Route

Number

Box

* City

(Required if Zip is not specified)

Urbanization

(Used only for Puerto Rico(PR))

* State

(Required if City is specified)

* Zip Code ([Lookup](#))

-

(Required if City is not specified)

Congressional District

(Example: 01)

Specify Domestic Address**Physical Address (Optional)**

Address Type

☒ Domestic Address ☐ International Address [Refresh](#)**Specify Domestic Address**

* Address

Street Number

* Street Name

Select One

Number

* City

(Required if Zip is not specified)

Urbanization

(Used only for Puerto Rico(PR))

* State

(Required if City is specified)

* Zip Code ([Lookup](#))

-

(Required if City is not specified)

Congressional District

(Example: 01)

[Cancel and Return Home](#)

Choose Action

[Go](#)**Paperwork Reduction Act Burden Disclosure Statement**

This data is being collected to select applicants and projects for financial awards. The data you supply will be used for these future funding decisions by DOE.

Public reporting burden for this collection of information is estimated to average 1.072 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to Office of the Chief Information Officer, Records & Privacy Management Division, IM-23, Paperwork Reduction Project 1910-5178, U.S. Department of Energy, 1000 Independence Ave SW, Washington, DC, 20585-1290; and to the Office of Management and Budget (OMB), OIRA, Paperwork Reduction Project 1910-5178, Washington, DC 20503.

Notwithstanding any other provision of the law, no person is required to respond to, nor shall any person be subject to a penalty for failure to comply with a collection of information subject to the requirements of the Paperwork Reduction Act unless that collection of information displays a currently valid OMB control number.

Submission of this data is required.

Figure 3. View/Update Profile

4.1 Profile Information

The Profile Information tab contains basic information, including your name, address, and contact information. Refer to the table below for guidance on updating the required fields on the Profile Information tab.

Required Fields

Element	Description
<i>First Name</i>	Enter your first name.
<i>Last Name</i>	Enter your last name.
<i>Gender</i>	Use the radio buttons, and select the appropriate option.
<i>Ethnicity</i>	Click the dropdown, and select the appropriate option.
<i>Race</i>	Select all options that apply.
<i>Citizenship</i>	Click the dropdown, and make the appropriate selection.
<i>Disability</i>	Select all options that apply.
<i>Email Address</i>	Enter an email address. You may enter up to three (3) email addresses. NOTE: You must select one of the email addresses as your preferred email address using the radio buttons to the right of the Email Address fields.
<i>Mailing Address (Required)</i>	Enter a mailing address. To do so, select one of the following: <ul style="list-style-type: none"> Address PO Box Only Rural Route To enter an <i>Address</i> : <ul style="list-style-type: none"> In the “Street Number” field, enter the number of the location only. Enter the Street Name only – not the number. If applicable, in the Select One dropdown, select one of the following options: APT, BSMT, BLDG, DEPT, FL, FRNT, HNGR, KEY, LBBY, LOT, LOWR, OFC, #, PH, PIER, REAR, RM, SIDE, SLIP, SPC, STOP, STE, TRLR, UNIT, or UPPR. Enter the Number which corresponds to the item you selected in the dropdown, if applicable. For example, APT 3, BLDG 5A, etc. To enter a <i>PO Box Only</i> : <ul style="list-style-type: none"> Enter the Box Number if you selected PO Box. To enter a <i>Rural Route</i> : <ul style="list-style-type: none"> In the Select One dropdown, select one the following options: Rural Route, Highway Contract Route, US Route, State Route, or Road. Enter the route number in the Number Field. If applicable, enter the box number in the Box field
<i>City</i>	Enter the city in which the address is located. NOTE: This field is only required if the “Zip Code” field is left blank.
<i>State</i>	Use the “State” dropdown to select the state in which the address is located. NOTE: This field is only required if the “City” field is completed.
<i>Zip Code</i>	Enter the zip code in which the address is located. If necessary, use the Lookup link to help determine the appropriate zip code of the address. NOTE: This field is only required if the “City” field is not completed.

1. Once you have finished making any necessary updates to the Profile Information tab of the “View/Update Profile” page, click the **Choose Action** dropdown in the bottom right corner of the page, select the appropriate option (**Save**, **Save and Return Home**, **Save and Continue**), and click **Go** (Figure 3). PAMS will reload the page with a Success message confirming that your user profile was updated successfully (Figure 4).

View/Update Profile

Update information within the three sub-tabs below: Profile Information tab, Background Information tab and Resume/CV tab. Add/update Degree Information within the (+ View More)

OMB Number: 0000-0000
Expiration: 00-00-0000

Note(s):
Required fields are marked with an asterisk. When finished, select the appropriate Save option from the Choose Action dropdown list at the bottom right of the screen and click Go OR click Cancel and Return Home.

Success:
Your user profile has been successfully updated.

Profile Information | Background Information | Resume/CV

Figure 4. View/Update Profile – Profile Information – Success

4.2 Background Information

The Background Information tab contains information on your specialties and education. Use the steps below to edit your background information.

View/Update Profile

Update information within the three sub-tabs below: Profile Information tab, Background Information tab and Resume/CV tab. Add/update Degree Information within the (+ View More)

OMB Number: 0000-0000
Expiration: 00-00-0000

Note(s):
Required fields are marked with an asterisk. When finished, select the appropriate Save option from the Choose Action dropdown list at the bottom right of the screen and click Go OR click Cancel and Return Home.

Profile Information | Background Information | Resume/CV

Specialty Selection

Specialties

- Accelerator and Detector Research for Basic Energy Sciences
- Accelerator Research and Development for Current and Future Nuclear Physics Facilities
- Accelerator Research and Development for High Energy Physics
- Advanced Design and System Studies
- Applied Mathematics
- Atmospheric Radiation Measurement
- Climate Research Facility
- Atmospheric System Research
- Atomic, Molecular, and Optical Sciences

(Instructions: Hold Ctrl to select multiple names)

Approximately 2 pages (4) (Max 3000 Characters): 2997 Characters left.

Keyword

Degree Information

Degree	Field of Study	Award Year	Institution	Options
PhD	High Energy Physics	1987	Massachusetts Institute of Technology	Actions


Cancel and Return Home | Choose Action | Go

Figure 5. View/Update Profile – Background Information

4.2.1 Specialty Selection

The Specialty Selection section highlights your professional specialties (Figure 5). Use the steps below to manage your specialties in PAMS.

1. To add a specialty to your profile, highlight a specialty in the left Specialty box and click the right arrow to move it into the right box.
2. To remove a specialty from your profile, highlight the specialty in the right Specialty box and click the left arrow to move it into the left box.



To select multiple specialties at a time, hold the CTRL key on your keyboard while making selections.

- To add keywords to your profile, enter keywords in the Keyword field.
- Once you have finished making any necessary updates, click the **Choose Action** dropdown in the bottom right corner of the page, select the appropriate option (**Save**, **Save and Return Home**, **Save and Continue**), and click **Go** (Figure 5). PAMS will reload the page with a Success message confirming that your user profile was updated successfully (Figure 6).

View/Update Profile

Update information within the three sub-tabs below: Profile Information tab, Background Information tab and Resume/CV tab. Add/update Degree Information within the ([View More](#))

OMB Number: 0000-0000
 Expiration: 00-00-0000

Note(s):

Required fields are marked with an asterisk. When finished, select the appropriate Save option from the Choose Action dropdown list at the bottom right of the screen and click Go OR click Cancel and Return Home.

Success:

Your user profile has been successfully updated.

Profile Information

Background Information

Resume/CV

Figure 6. View/Update Profile – Background Information – Success

4.2.1 Degree Information

The Degree Information section showcases information about your degrees, including: Field of Study, Award Year, and Institution. Use the steps below to manage your degrees in PAMS.

4.2.2.1 Adding a Degree


- To enter a new degree, click the green plus symbol in the Degree Information header (Figure 7).

Degree Information
 

Degree	Field of Study	Award Year	Institution	Options
PhD	High Energy Physics	1987	Massachusetts Institute of Technology	Actions 

Figure 7. Background Information – Degree Information – Add

- PAMS will reload the Degree Information section with a blank, editable row (Figure 8).

Degree Information
 





Degree	Field of Study	Award Year	Institution	Options
Associates  (If other, please specify) <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<div>   </div>
PhD	High Energy Physics	1987	Massachusetts Institute of Technology	Actions 

Figure 8. Background Information – Degree Information – Add – Save

- Use the dropdown in the Degree column to select the appropriate degree. If the degree you would like to add is not listed in the dropdown, enter the degree in the field below the dropdown.
- Enter the Field of Study in the field in the Field of Study column.
- Enter the year in which you received the degree in the field in the Award Year column.
- Enter the institution from which you received the degree in the field in the Institution column.
- Once you have completed all of the fields to add a new degree, click **Save** in the **Options** PAMS will reload the page, and display the newly added degree in the Degree Information section (Figure 9).

Degree Information				
Degree	Field of Study	Award Year	Institution	Options
PhD	Biology	2000	University of Maryland	Actions
PhD	High Energy Physics	1987	Massachusetts Institute of Technology	Actions

Figure 9. Background Information – Degree Information – New Degree

8. Once you have finished making any necessary updates, click the **Choose Action** dropdown in the bottom right corner of the page, select the appropriate option (**Save**, **Save and Return Home**, **Save and Continue**), and click **Go** (Figure 5). PAMS will reload the page with a Success message confirming that your user profile was updated successfully (Figure 6).

4.2.2.2 Deleting a Degree

1. To delete a degree, select **Delete** from the **Options** menu for the degree (Figure 10). PAMS will reload the page, and the deleted degree will no longer display in the Degree Information section.

Degree Information				
Degree	Field of Study	Award Year	Institution	Options
PhD	Biology	2000	University of Maryland	Actions
PhD	High Energy Physics	1987	Massachusetts Institute of Technology	<div> <div>Action</div> <div> Update Delete </div> </div>

Figure 10. Background Information – Degree Information – Delete

2. Once you have finished making any necessary updates, click the **Choose Action** dropdown in the bottom right corner of the page, select the appropriate option (**Save**, **Save and Return Home**, **Save and Continue**), and click **Go** (Figure 5). PAMS will reload the page with a Success message confirming that your user profile was updated successfully (Figure 6).

4.2.2.3 Updating a Degree

1. To update a degree, select **Update** from the **Options** menu for the degree you would like to update (Figure 11).

Degree Information				
Degree	Field of Study	Award Year	Institution	Options
PhD	High Energy Physics	1987	Massachusetts Institute of Technology	<div> <div>Action</div> <div> Update Delete </div> </div>

Cancel and Return Home Go

Figure 11. Background Information – Degree Information – Update

2. PAMS will reload an editable version of the Degree Information section. Make any necessary edits, and click **Save**. (Figure 12) PAMS will reload the page, and display the updated degree in the Degree Information section (Figure 5).

Degree Information				
Degree	Field of Study	Award Year	Institution	Options
PhD	High Energy Physics	1987	Massachusetts Institute of Technology	Actions

PhD (If other, please specify)	High Energy Physics	1987	Massachusetts Institute of Technology	<div> <div>Save</div> <div>Cancel</div> </div>
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Figure 12. Background Information – Degree Information – Save

3. Once you have finished making any necessary updates, click the **Choose Action** dropdown in the bottom right corner of the page, select the appropriate option (**Save**, **Save and Return Home**, **Save and Continue**), and click **Go** (Figure 5). PAMS will reload the page with a Success message confirming that your user profile was updated successfully (Figure 6).

4.3 Resume/CV

The Resume/CV tab contains your resume/CV. Use the steps below to manage your resume/CV.

4.3.1 Adding a Resume/CV

1. To add a resume or CV, click **Attach File** on the right in the Resume/CV header (Figure 13).


The screenshot shows the 'View/Update Profile' interface with the 'Resume/CV' tab selected. At the top, there's a header with 'View/Update Profile' and a sub-header explaining the tabs. Below this is a 'Note(s)' box. The main area has three tabs: 'Profile Information', 'Background Information', and 'Resume/CV'. Under 'Resume/CV', there's an 'Attached Documents' section with a dropdown menu showing 'Resume/CV (Maximum 1)' and an 'Attach File' button. Below this, it says 'No documents attached'. At the bottom, there are 'Cancel and Return Home' and 'Choose Action' buttons.

Figure 13. View/Update Profile – Resume/CV – Attach File

2. PAMS will expand the Resume/CV section. Click **Browse**, and select the file you would like to attach. (Figure 14)

The screenshot shows the 'View/Update Profile' interface with the 'Resume/CV' tab selected. The 'Attached Documents' section is expanded, showing a 'Document' entry. Below the entry, there's a 'Description' field and a 'Browse...' button. The 'Browse...' button is highlighted with a red box. Below the 'Description' field, there are 'Upload' and 'Cancel' buttons. At the bottom, there are 'Cancel and Return Home' and 'Choose Action' buttons.

Figure 14. View/Update Profile – Resume/CV – Browse



You may enter a description of 500 characters or less in the Description field before uploading the attachment.

3. Click **Upload** to upload the attachment.

4. PAMS will reload the Resume/CV tab with your attachment in the Resume/CV section (Figure 15).

View/Update Profile

Update information within the three sub-tabs below: Profile Information tab, Background Information tab and Resume/CV tab. Add/update Degree Information within the ([View More](#))

OMB Number: 0000-0000
Expiration: 00-00-0000

Note(s):

Required fields are marked with an asterisk. When finished, select the appropriate Save option from the Choose Action dropdown list at the bottom right of the screen and click Go OR click Cancel and Return Home.

Profile Information
Background Information
Resume/CV

Attached Documents

Resume/CV (Maximum 1)

Max 1 Allowed

Document Name	Size	Date Attached	Description	Options
TEST DOC.docx	11 kB	09/10/2019	[DESCRIPTION]	Update Description

Cancel and Return Home

Choose Action
Go

Figure 15. View/Update Profile – Resume/CV – Attachment

5. Once you have uploaded the attachment, click the **Choose Action** dropdown in the bottom right corner of the page, select the appropriate option (**Save**, **Save and Return Home**), and click **Go** (Figure 15). PAMS will reload the page with a Success message confirming that your user profile was updated successfully (Figure 16).

View/Update Profile

Update information within the three sub-tabs below: Profile Information tab, Background Information tab and Resume/CV tab. Add/update Degree Information within the ([View More](#))

OMB Number: 1910-5178
Expiration: 03-31-2019

Note(s):

Required fields are marked with an asterisk. When finished, select the appropriate Save option from the Choose Action dropdown list at the bottom right of the screen and click Go OR click Cancel and Return Home.

Success:

Your user profile has been successfully updated.

Profile Information
Background Information
Resume/CV

Figure 16. View/Update Profile – Resume/CV – Success

You can update the Description at any time by clicking **Update Description** in the **Options** column.

4.3.2 Deleting a Resume/CV

1. To delete a resume/CV, click **Delete** in the menu in the **Options** column (Figure 17).

View/Update Profile

Update information within the three sub-tabs below: Profile Information tab, Background Information tab and Resume/CV tab. Add/update Degree Information within the (+ View More)

OMB Number: 0000-0000
Expiration: 00-00-0000

Note(s):
Required fields are marked with an asterisk. When finished, select the appropriate Save option from the Choose Action dropdown list at the bottom right of the screen and click Go OR click Cancel and Return Home.

Profile Information
Background Information
Resume/CV

Attached Documents

Resume/CV (Maximum 1)
Max 1 Allowed

Document Name	Size	Date Attached	Description	Options
TEST DOC.docx	11 kB	09/10/2019	[DESCRIPTION]	<div> <div> Action Update Description Delete </div> </div>

Cancel and Return Home

Figure 17. View/Update Profile – Resume/CV – Delete

2. PAMS will display a confirmation overlay. If you are sure you want to delete the attachment, click **Confirm**. (Figure 18) PAMS will reload the page without the attachment. (Figure 13)

File Delete - Confirmation

Confirmation:
Are you sure you want to delete this file?

Cancel
Confirm

Figure 18. View/Update Profile – Resume/CV – Delete – Confirmation

3. Once you have deleted the attachment, click the **Choose Action** dropdown in the bottom right corner of the page, select the appropriate option (**Save, Save and Return Home**), and click **Go** (Figure 15). PAMS will reload the page with a Success message confirming that your user profile was updated successfully (Figure 16).